



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON-FORT LEE**  
**1100 LEE AVENUE SUITE 112**  
**FORT LEE, VIRGINIA 23801-1720**

**FORT LEE POLICY NO. 17-03**  
10 June 2003

ATZM-EMO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Pest Management Services

1. **Purpose.** The purpose of this policy is to establish adequate procedures for the control of pesticide and related chemical applications on Fort Lee, Virginia.
2. **References.**
  - a. AR 200-5, Pest Management, 29 Oct 99.
  - b. Armed Forces Pest Management Board Technical Information Memorandum No. 39, "Guidelines For Preparing DOD Pest Control Contracts Using Integrated Pest Management," Feb 97.
  - c. TRADOC memorandum, ATBO-SE, 13 May 98, subject: Installation Pest Management Responsibilities.
3. **Background.** Entomological and related land management chemical use has traditionally been a public works-type requirement. Budget and work force reductions in the past precipitated a divestiture of entomological capabilities by the then Directorate of Public Works (DPW). Nevertheless, entomological needs will continue to occur and established procedures must be in place to assure the protection of human health and the environment.
4. **Discussion.** Pesticides are substances, including biological agents, which are used to prevent, destroy, or repel pests. (The term "pesticides" includes insecticides, herbicides, fungicides, rodenticides, disinfectants, and plant growth regulators.) Integrated pest management (IPM) is a comprehensive approach to the prevention and elimination of pests. IPM involves recognizing and accepting the fact that pest problems can be addressed in various ways; stresses the use of chemicals as a course of last resort, but does not totally discount chemical usage. It is by nature a team effort amongst employees, facilities managers (FMs), engineers, and health officials.

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5. **Responsibilities.**

a. FMs. The designated FM is responsible for assuring that IPM is utilized. The FM must coordinate with: Preventive Medicine Service for surveillance and final approval for chemical usage, and DEL for mechanical-type control measures. They are also responsible for coordination of procurement actions for pest control. This includes credit card purchases and services contracts. Service contracts will be approved by the Installation Management Agency (IMA) Northeast Regional Office (NERO) Pest Management Coordinator (PMC) – DEL Environmental Management Office (EMO) will assist with coordination. The FM will assure that all Material Safety Data Sheets (MSDS) and Pest Management Maintenance Records (DD Form 1532-1) for each month's approved chemical applications are forwarded to the DEL EMO by the 5th of each month. The FMs will apprise all employees in or adjacent to the area to be treated of the application and any precautions that will be required (MSDS containing this information will be provided by the vendor before application).

b. Preventive Medicine Service. Preventive Medicine Service will execute pest surveillance procedures in accordance with applicable regulations and the Fort Lee IPMP. Preventive Medicine Service will assure that the principles of IPM are followed. If chemical use is deemed necessary, Preventive Medicine Service will approve the use of chemicals on FT LEE Form 316 (encl 1) as outlined in paragraph 5g and enclosure 3.

c. Directorate of Contracting (DOC). The DOC will maintain an approved vendor's list for entomological services. The DOC will periodically apprise FMs and DEL EMO of the approved vendors. The DOC will assure that FT LEE Form 317 (encl 2) is executed by the vendors to assure that:

- (1) Only DOD approved chemicals are utilized (list provided by the Government).
- (2) Chemical usage will be kept to an absolute minimum.
- (3) A MSDS and Pest Management Maintenance Record (DD Form 1532-1) is supplied after services are rendered.
- (4) All vendors are properly licensed by the Commonwealth of Virginia to apply pesticides. The DOC will forward vendor approval letters from the Installation PMC after the PMC reviews the required submittals listed in 5f below.

d. DEL. The DEL will execute operations and maintenance-type pest management activities. This includes, but is not limited to, caulking, sealing, screening, and repairing water

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leaks. The instrument for initiating these activities will be service orders or work requests submitted by the FM.

e. DEL EMO. The EMO will:

(1) Assure DOD and federal pesticide laws and regulations are followed. This includes providing the authorized chemical list to the DOC (to be forwarded to approved vendors).

(2) Update the Integrated Pest Management Plan (IPMP) periodically as required.

(3) Be the office of record for all DD Forms 1532-1 (as forwarded by FMs).

(4) Compile all DD Forms 1532-1 received and forward required reports (DD Form 1532, Monthly Pest Management Report) to the IMA NERO PMC.

(5) Assist FMs in coordinating pesticide services contracts with the TRADOC PMC (for approval). The Installation PMC will review vendor submittals and submit a letter to DOC stating that the vendor meets the necessary pest management requirements. The Installation PMC will approve horticultural chemical use on the installation.

f. Vendors. Vendors will comply with all the requirements outlined in 5c above and are prohibited from providing pesticide-related services to any Fort Lee organization or tenant without the receipt of an approved FT LEE Form 316 (encl 1). The vendor will assure that FMs are provided MSDS before pesticide application. Vendors, as part of the submittal process, will also submit the following in accordance with the US Army Garrison Fort Lee Performance Work Statement For Credit Card Pest Control Services: Name of a project manager (point of contact), business phone number, copies of required licenses and certifications, certificate of insurance, and general description of a quality control plan.

g. Surveillance Team and Approval Procedures. The Fort Lee surveillance team entails a cooperative effort among FMs, Preventive Medicine Service, DEL, and the vendors. Surveillance in sensitive areas will be the primary responsibility of Preventive Medicine Service. Surveillance in other areas begins with the FMs and follows IPM procedures (involving Preventive Medicine Service and/or DEL as necessary). The FMs have the option to purchase surveillance services through approved vendors. After the FM has performed surveillance and IPM procedures, an approval for pesticide application may be obtained telephonically, via e-mail, or by memorandum from Preventive Medicine Service or the Installation PMC, as applicable. The approval will be noted and/or attached to FT LEE Form 316 (encl 1). Preventive Medicine Service and DEL will randomly check approvals obtained in this manner. Approval procedures are flowcharted at enclosure 3.

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6. **Coordination and Training.** Preventive Medicine Service, DEL, and the Installation Safety Office will periodically meet to discuss the execution and administration of this policy (existing forums may be used). Training classes will be held for FMs and other responsible parties at the commencement of this policy, and as necessary, thereafter, to assure continuity of execution.
7. **Applicability Liability.** This policy applies to *all* organizations and tenant activities at Fort Lee, Virginia. Failure to adhere to the requirements of this policy will subject violators to appropriate disciplinary action. The full range of punitive and fiscal penalties as outlined in state/federal laws and regulations may also be applicable for noncompliant actions.
8. **Effective date.** This policy is effective on the above-mentioned date of this memorandum.
9. Proponent for this policy is DEL's Environmental Management Office.
10. This policy supersedes Fort Lee Policy 15-01, dated 29 Mar 01.

4 Encls  
as

*John R. Angevine /s/*  
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Colonel, U.S. Army  
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